

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA

SUMMONS IN A CIVIL ACTION

V.

CASE NUMBER: _____

TO: (Name and address of Defendant)

YOU ARE HEREBY SUMMONED and required to serve on PLAINTIFF'S ATTORNEY

(name and address)

an answer to the complaint which is served on you with this summons, within _____ days after service

of this summons on you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint. Any answer that you serve on the parties to this action must be filed with the Clerk of this Court within a reasonable period of time after service.

CLERK

DATE

(By) DEPUTY CLERK

DATE

RETURN OF SERVICE	
Service of the Summons and complaint was made by me(1) _____	DATE _____
NAME OF SERVER (<i>PRINT</i>) _____	TITLE _____

Check one box below to indicate appropriate method of service
<div style="margin-bottom: 10px;"> <input type="checkbox"/> Served personally upon the defendant. Place where served: <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion then residing therein. Name of person with whom the summons and complaint were left: <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Returned unexecuted: <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> </div> <div> <input type="checkbox"/> Other (specify): <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> <div style="border-bottom: 1px solid black; width: 80%; margin-left: 20px;"></div> </div>

STATEMENT OF SERVICE FEES		
TRAVEL _____	SERVICES _____	TOTAL _____

DECLARATION OF SERVER	
<p style="text-align: center;">I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service and Statement of Service Fees is true and correct.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Executed on _____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;">Signature of Server</p> <p style="text-align: center;">_____ Address of Server</p> </div> </div>	

(1) As to who may serve a summons see Rule 4 of the Federal Rules of Civil Procedure.